



Now Faith Fellowship Church

603 Elnor Street · Plant City, Florida · 33563

Office: (813) 704-4872

Ministry Report Outline

Department: _____ Date: _____

Name: _____

Summary of events that took place last month:

How much (if any) money did your department request last month?

How much did your department spend last month?

Please attach a copy of any and all receipts

What are the dates and times of any and all staff meeting that took place last month?

What ministry events were planned for this month?

Describe in detail

How much (if any) money did your department request this month?

How much did you department spend this month?

Please attach a copy of any and all receipts

What were the dates and times for any and all staff meetings planned for this month?

What ministry events are planned for next month?

Provide a brief outline.

How much (if any) money does your department plan to request for next month?

Provide an estimate

What are the dates and times for any and all staff meetings planned for next month?